



Maternal and Child Health Nurse

POSITION DESCRIPTION

Position Title Maternal and Child Health Nurse

Unit	Health
Reports to	Practice Manager
Direct Reports	N/A
Hours of Work	7.6 hours a week
Mode of Employment	Part-Time, On-Going – Subject to funding
Award / Agreement	Nurses Award [MA000034]
Classification	Registered Nurse - level 4
Remuneration	As per award classification
Salary Packaging	Range of salary packaging benefits are offered to part-time and full-time employees.
Location	Heywood and Hamilton locations
Probationary Period	A six-month probationary period will apply.

1. PRIMARY PURPOSE OF POSITION

To provide high quality, culturally responsive maternal child health services to Aboriginal and Torres Strait Islander people.

2. KEY RESPONSIBILITIES

The key responsibilities of this position are to:

- Work in accordance with Victorian Maternal and Child Health Program guidelines and standards.
- Provide high quality, culturally appropriate family-centred care from the perinatal period through to school age.
- Assess health and wellbeing of mothers and children pre and post pregnancy providing clinical support, advice and information to families in a timely manner.
- Identify and provide additional and/or flexible services and programs to meet the needs of Aboriginal and Torres Strait Islander families.
- Promote the Maternal and Child service.
- Provide advocacy and support to patients.
- Offer and deliver flexible services including home visits.
- Work within an integrated health unit to provide clinical care.
- Work in partnership with other Winda-Mara services
- Record and report data using software programs and participate in audits
- Ensure all funding and all other reporting requirements are met within allocated timeframes
- Refer clients to appropriate services post screening.
- Ensure communication and services are appropriate and respectful of clients to achieve professional, organisational, cultural, legal and ethical requirements
- Comply with the Australian Health Practitioner Regulation Agency (AHPRA) registration standards
- Comply with Nursing and Midwifery Board of Australia:
 - Code of conduct for nurses,
 - Code of conduct for midwives,
 - Code of ethics, and
 - Other standards within scope of practice
- Conduct and coordinate immunisation for target group of children.
- Assist health team members and provide other services and duties within scope of practice
- Other duties as required within scope of this role and coordinated through Manager or Team Leader.

3. WINDA-MARA VISION AND VALUES

OUR VISION

“That Winda-Mara Aboriginal Corporation is recognised as a progressive leader and a catalyst for positive change enabling Aboriginal people in Victoria’s far south-west to lead fuller lives”.

Our vision will be achieved by focusing on four themes.

OUR VALUES

Our values and behaviours **prepares** us for sustainable success with our vision, our communities and each person.

Professionalism	Acting and practicing in a cultural, ethical, respectful, and inclusive manner.
Responsiveness	Responding in a timely, engaging, respectful and culturally appropriate manner.
Empowerment	Building, strengthening and empowering individual and community decision making.
Partnership	Creating better client outcomes through strong partnerships.
Accountable	Responsible monitoring and reporting systems ensuring transparent and accountable service delivery.
Respect	Respect for those clients, work colleagues, community members and others that we meet and work with each day.
Effectiveness	Effective ‘results orientated’ services meeting the needs of the community.
Social Justice	Providing justice, equity, social equality, and human rights.

4. SKILLS, EXPERIENCE AND KNOWLEDGE (KEY SELECTION CRITERIA)

- Must hold current registration with APHRA as:
 - Registered Nurse (Division 1),
 - Registered Midwife, and
 - Accredited post-graduate certificate/degree/diploma (or equivalent) in maternal and child health.
- Understanding of and ability to comply with the NMBA's professional standards.
- Immunisation accreditation or willingness to obtain.
- Understanding of Mandatory Reporting requirements.
- Demonstrated knowledge of the local Aboriginal community.
- Demonstrated knowledge and understanding of, respect for and compliance with culturally appropriate ways of working with Aboriginal individuals, families and communities.
- Ability to work independently as well as in a team environment.
- Organisational skills; ability to prioritise, manage time effectively and work well under pressure.
- Excellent written, verbal, and interpersonal communication skills with the ability to communicate with and relate to people with different cultural backgrounds.
- High level of accuracy with work produced and accurate data entry and computer systems skills.
- Ability to deal professionally, tactfully and discretely with confidential information.
- Punctual, professional, efficient and approachable manner.

5. POSITION REQUIREMENTS

Y	Current Victorian Drivers License
Y	Ability to obtain a National Police Check
Y	Ability to obtain a Working with Children Check
N	This position is not a designated Aboriginal and Torres Strait Islander specific position, however Aboriginal and Torres Strait Islander people are strongly encouraged to apply.
Y	Must provide evidence of Certificate of COVID-19 vaccination or medical exemption
Y	After hours and weekend work may be required
Y	Pre-employment declaration

6. GENERAL TERMS OF EMPLOYMENT

All employees are to:

1. Abide by Winda-Mara's Policies and Procedures, Values and Code of Conduct.
2. Act in a safe manner to provide a safe working environment.
3. Participate in an Annual Performance Review and any other review processes.
4. Participate in training and other support as appropriate.
5. Attend and participate in team and divisional activities, meetings, and day to day work activities demonstrating respect and consideration for individuals and their experiences and expertise.
6. Communicate constructively to clients, other team members and/or company employees.
7. Be aware of and communicate to other employees opportunities for improvement in processes, practices or procedures.
8. Actively work with and support team members and/or employees to achieve organisation's goals.
9. Disclose any pre-existing injury/injuries and/or medical condition/s, which could be aggravated by the type of employment they are applying for. The existence of an injury/injuries and/or medical condition/s will not preclude the applicant from employment unless they are unable to perform the inherent requirements of the position. However, failure to disclose any relevant information may affect a claim for Worker's Compensation.

7. ACKNOWLEDGEMENT

In signing the acknowledgement below, I acknowledge and agree:

- I have read and understand this position description,
- To carry out the inherent requirements of this role to the best of my ability and knowledge, and;
- I have read, understand, and agree to abide by the company's values and code of conduct.

Name **Signature** **Date**